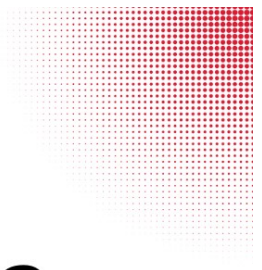




ASC Overview of Services



This workshop is designed to give participants an overview of the services and support offered by the Academic Success Center. Participants will have the opportunity to learn more about the following programs and initiatives:

Individualized Support:



- Academic Skills Coaching
- Writing & Communication Consultations
- ASC Navigator Appointments

Course Support:



- Supplemental Instruction (SI)
- Tutoring

ASC Outreach:



- Accountability Groups
- Workshops
- Psych 1310

asc.iastate.edu | success@iastate.edu | 515-294-6624

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IOWA STATE UNIVERSITY™
Academic Success Center

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YouSucceed**



Skill Development Reflection Questions

1. My college academic skills are...

very developed

moderately developed

not developed

Explain/Reflect.

2. In the past, I have struggled with...

time management

motivation

exam preparation

study strategies

Explain/Reflect.

3. My preferred learning environment is...

bigger groups

one-on-one/partner work

Explain/Reflect.

Academic Skills Coaching

Academic Skills Coaching consists of one-on-one meetings in which a peer coach helps a student examine academic concerns and perceived barriers to success. Coaches provide students with semester-long support in areas such as time management, overcoming procrastination, test preparation, notetaking, and reading strategies. They work individually with students to assess their strengths and needs and devise a personalized plan of action. Academic Skills Coaching at Iowa State utilizes a peer-to-peer model and is free and unlimited to all currently registered Iowa State University undergraduate and graduate students. Academic Skills Coaching appointments can be requested by students through the Navigate website or mobile app. Students can schedule meetings as needed, or work with a coach on a regular basis throughout the semester.

Academic Skills Coaching Example

The example below is one of our Time Management resources that an Academic Skills Coach may go over in a coaching appointment. Time Management is one of the most common areas of support that our Peer Academic Skills Coaches provide. So if you sign up for a coaching appointment, this might be a resource that your coach will recommend and walk you through!

Due vs. Do

When students have an upcoming due date, it can be helpful to consider all the work that needs to get done before that date. How can an assignment be broken up into smaller tasks (to-dos)? How long will each of those tasks take? What days of the week do you have time to complete those tasks? When do you need to get started on a to-do list in order to meet the assignment due date?

Time Management: "Due" vs. "Do"

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATUDAY
DUE:	DUE:	DUE:	DUE:	DUE:	DUE:	DUE:
TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:
EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:

Writing & Communication Consultations

Communication Consultants work with students one-on-one at any stage of the writing process, including brainstorming, researching, drafting, and revising. Consultants can also help students gain a clearer understanding of other topics writing topics such as focus, organization, structure, and formatting.

How We Help

- Free consultations with graduate and undergraduate students on any written, oral, visual, or electronic communication project.
- Assistance with any step of the writing process.
- Offering single sessions or recurring appointments.
- Reviewing cover letters, resumes, and application materials.
- Identifying necessary improvements to the clarity, organization, and tone of your assignment.
- Discussing assignment requirements and other issues with the nature of the assignment.

Appointment Options

- **In-Person** – In-person appointments are offered at the Hixson-Lied Student Success Center, Room 2261. Students can schedule up to 3 appointments per week. Students can have walk-in appointments or schedule by calling in or using Navigate to schedule appointments.
- **WebEx** – WebEx appointments are recommended for students in the brainstorming or early stages of writing, but are available for students in any stage of the writing process. WebEx appointments offer an opportunity to talk through your work and can be useful for students working on a presentation or other visual/oral communication project. WebEx appointments can be scheduled on Navigate by selecting the “virtual” option, then selecting the “WebEx” option on your intake form.
- **Google Docs** – Google Docs appointments are recommended for students in the middle to late stages of a writing process. These appointments are great for revising a draft in real time, but communicating using Google chat and comments. Google Docs appointments can be scheduled on Navigate by selecting the “virtual” option, then selecting the “Google Docs” option on your intake form.

Academic Success Navigator Appointments

Academic Success Navigators provide support and guidance to students who are interested in using academic support services - especially those who may feel overwhelmed or unsure of where to begin. Whether you are a first-time college student, returning to school after a break, are facing new challenges, or just want to strengthen your academic skills, we understand that navigating the academic landscape can be difficult on your own. A one-on-one appointment with a Navigator can help point you to various resources and services on campus to move you toward your academic goals.

What it is

- Individualized approach to connecting students to resources within the ASC
- Open and inviting approach to connecting directly with students
- Opportunity to make additional referrals as appropriate to other DSO/campus units (Academic Advising, SAS, Student Assistance, Student Counseling, etc.) when support beyond ASC resources may be needed

What it's not

- NOT meant to replace resources/processes that already exist on campus (academic advising, financial aid, etc.)
- NOT a replacement for ongoing connection to a helping professional (i.e. mental health care).
- NOT the same as ongoing academic skills coaching

Who is it for?

- Students who may need additional affirmation/confirmation of their academic support needs
- Any student who doesn't know where to begin but wants a connection to our resources

Appointments with an Academic Success Navigator can be made:

- via EAB Navigate (<https://cyclones.navigate.eab.com>)
- by contacting the Academic Success Center at success@iastate.edu or 515-294-6624
- by using our direct scheduling link at the QR code below...



Schedule with an Academic Success Navigator!

Tutoring Services

In collaboration with Knack, the leading peer-to-peer tutoring platform, Iowa State is offering tutoring to undergraduate students. Knack’s unique approach to student learning has helped students reach their academic goals, graduate on time, and find success in the classroom. Best of all, it will be available free to students who are enrolled in eligible courses.

Knack Tutors are top-performing Iowa State students who have excelled in the courses they are approved to tutor, ensuring high-quality support. Tutoring is free for students who are enrolled in eligible courses, with flexible options for online sessions available before, during, and after traditional office hours. The Knack platform allows students to book one-on-one and group tutoring services or sign up to become a tutor themselves.

Previous Tutoring Model (Spring 2024)	Tutoring Model with Knack (Fall 2024)
Small tutoring group (2-5 people)	Customized Tutoring (1:1 sessions, small group sessions)
In-person only	Online and in-person options
Students can request a tutor for any course they are enrolled in courses are carefully chosen based on historical data and student needs	Eligible courses are carefully chosen based on historical data and student needs
\$7.50 a session	Free
Groups meet once a week for 90 minutes	Flexible and unlimited – students and tutors can determine how often and how long they meet
Tutor receives \$15 an hour	Tutor receives \$15 an hour
Tutors are ISU students who have taken the course and passed with B+ or higher	Tutors are ISU students + Professional Knack tutors are also available on-demand at no additional cost to students
ISU homegrown database accessible on desktop	Knack platform, monitored by Knack Program Success Manager and ASC Tutoring staff



Tutoring Services FAQs

Where do I go if tutoring is not offered for a course I need help with?

We recommend you utilize another academic resource on campus like Supplemental Instruction (SI), help rooms, and office hours with your professor or TA. For help with specific assignments that include writing or public speaking, make an appointment with Writing and Communication Consultations, another free service offered by the Academic Success Center.

I've submitted a tutoring request in Knack. How long does it take to receive offers from tutors?

It can depend on the course you request tutoring for. All qualified tutors are notified of your request, so it could take anywhere from a couple of hours to a couple of days. Your tutoring request will remain active for one week. After one week, your request will be canceled, and you will need to submit a new request. Please note that you must be enrolled in the course you are receiving tutoring in.

Can I request tutoring for a course I am not actively enrolled in at Iowa State University?

No, our tutoring services are limited to students who are actively enrolled in the course at Iowa State.

Supplemental Instruction

Our Supplemental Instruction program has been accredited by the International Center for Supplemental Instruction.



Supplemental Instruction (SI) is an internationally recognized academic support program. SI is a voluntary program that offers free, regularly scheduled study sessions for traditionally difficult courses. SI sessions are facilitated by current ISU undergraduate students who have successfully completed the course. Students who participate in SI will work collaboratively with peers as they learn *how to learn* while learning *what to learn*. Our data suggests that the more often students attend SI, the higher their final grades will be in the course. We recommend attending SI at least once per week.

I filled out the scheduling survey...now what?

Days, times, and locations for SI sessions are determined by SI Leaders during the first week of classes after a sufficient number of students have contributed feedback via the scheduling survey. The session logistics will be published the end of the first week, and sessions begin the second week. SI sessions, including exam review sessions, will be promoted by the SI Leader in class throughout the semester.

If SI is offered for your class and you think you'd like to attend sessions - fill out the survey at the start of the semester!

How often are SI sessions held?

At least three 50-minute sessions are facilitated by each SI Leader per week. See the [SI Schedule](#) on the ASC website for specific times and locations for your courses. More sessions are available for courses with more than one SI Leader.

How are SI classes selected?

Most SI sessions target traditionally difficult 100- and 200-level courses. These courses are usually large lectures that require heavy amounts of reading, have exams that focus on application and analysis, and offer limited opportunities for interaction. The remaining SI sessions are offered based on departmental requests and available funding.

What occurs at SI sessions?

SI Leaders pre-plan sessions using research-based collaborative learning strategies. Sessions are NOT lecture-based and can consist of practice problems, study games, small group work, and more! (SI sessions are NOT a replacement for attending class)

Who attends SI?

SI is open to all students regardless of their ability levels or past academic performance. SI attendance is voluntary; however, our data suggests that the more often students attend, the higher their final grades will be in the course. We recommend attending SI at least once per week.

How do I sign-up for email updates from SI Leaders?

1. Go to the SI Schedule webpage at <https://asc.dso.iastate.edu/si/schedule>
2. Click on the courses/schedule menu option to access our interactive schedule.
3. Click on the link to your course.
4. Click the "Sign Up for Updates" option.
5. Log in using your NetID and password.
6. Repeat steps 1-3 for other courses as desired.

Accountability Groups

Accountability Groups were established in Fall 2023 as a partnership between the Academic Success Center (ASC) and Student Accessibility Services (SAS) to create inclusive study groups that can meet the unique needs of individual students. Accountability Group sessions are facilitated by trained peer leaders from both the ASC and SAS peer support programs.

ASC Accountability Groups are for any Iowa State University student looking for a dedicated time to work on schoolwork in a productive space. Attending Accountability Groups can help you boost motivation and productivity, learn helpful study tips, and develop positive academic habits. Students who are interested complete an application to be placed with a group that meets regularly throughout the semester. Sessions are hosted once per week for 90 minutes and groups are limited to 10 students per group.

What happens at an Accountability Group?

A typical Accountability Group consists of a brief introductory discussion in which group members may discuss relevant academic topics, ask questions, and set a goal to work toward during the session. The bulk of the session time is dedicated to individual work time, typically divided into two blocks of time with a break in between. Sessions wrap up with a short discussion in which group members reflect on the progress they made toward their goal and any strategies they used or would like to try moving forward.

How do I join an Accountability Group?

Students interested in joining an Accountability Group will complete a short survey on the ASC website in which they can select a number of group session times that fit their schedule. ASC staff will review each application and place students in Accountability Groups based on the student's shared availability and group capacities. Students will be notified of their initial placement in an Accountability Group via email and will receive appointment notifications via EAB Navigate for subsequent sessions for the remainder of the semester.

Sign up online at - <https://asc.dso.iastate.edu/accountabilitygroups>

Do I have to attend every week?

Due to limited space in each group and the importance of consistency in developing positive academic habits, attendance is expected once you are assigned to an Accountability Group. Students are allotted a number of excused absences each semester; please communicate with your group leader(s) regarding any absences.

Student Testimonials

"I felt a strong connection to and comfortability in my group. [The group leaders] were so kind and provided great feedback and overall made the group feel dynamic and supportive."

- Accountability Group participant, Fall 2023

"[My group leader] has been really helpful and has introduced me to some new study concepts. They also hooked me up with Academic Coaching and Career Services help... I kind of wish I found it when I was a freshman."

- Accountability Group participant, Spring 2024

"I learned that just showing up every week kind of made me want to do it. It's just a really good environment... it really just makes you want to do your work, honestly."

- Accountability Group participant, Spring 2024

Workshops

Our workshops encourage students to interact with one another and the workshop facilitator by engaging in activities and discussions. Students will be asked to reflect on their own academic experiences and make connections to the information presented in the workshop to make plans to incorporate new academic skills.

Academic Skill Workshop Topics

- **Overview of ASC Services:** Description of all Individualized Support and Course Support services offered by the Academic Success Center as well as other academic support outreach initiatives.
- **Time Management:** Strategies for effectively planning ahead, setting routines, and prioritizing your tasks.
- **Study Cycle:** A 5-step approach to creating a habit of studying throughout a semester, rather than just before exams with a focus on metacognition.
- **Bullet Journaling:** A fun and creative way to stay organized by tracking tasks, goals, and habits while also practicing mindfulness and self-reflection.
- **Exam Preparation:** Create a personalized plan that addresses the what, when, and how of studying effectively to prepare for an upcoming exam. *(Best when offered within 2 weeks of an upcoming exam)*
- **Final Exam Preparation:** A guide for prioritizing study time and creating effective and actionable study plans in the lead up to Finals Week. *(Offered during the 3 weeks before Prep Week)*

Writing and Communication Workshop Topics

- **The Writing Process:** Review components of the writing process and provide strategies and resources for efficient writing.
- **Public Speaking & Presentations:** Useful tips for preparing and organizing a presentation as well as managing anxiety and processing constructive feedback.
- **Revision Strategies & Peer Review:** Address common revision, editing, and peer review strategies as well as how to process feedback. *(Most applicable within 2 weeks of writing assignment due date)*
- **Professional Documents (Scholarship Essays and Personal Statements):** Introduction to typical prompts and formats for these types of narrative essays, focusing on the purpose, audience, and other tips for success. *(Most applicable prior to OneApp scholarship or other application deadlines)*
- **Ethical Source Usage (Avoiding Plagiarism):** Strategies for ethically integrating source information into academic work and practices for avoiding plagiarism.
- **Designing Effective Visual Tools (Slides, Flyers, Poster, and more):** Learn about the role of visual communication with strategies such as visual rhetoric, universal design, and basic design principles.

Workshops are available by request only; the Academic Success Center no longer hosts a standing workshop series as of Fall 2022. Workshops can be requested by professors, academic advisors, student organization leaders, and other groups across campus.

If you serve in a leadership role on campus, consider requesting an ASC Workshop for one of your upcoming meetings!

Individual students can access workshop materials including slide decks and informational packets anytime on our website:
<https://asc.dso.iastate.edu/workshops>

Psych 1310: Academic Learning Skills

Psych 1310: Academic Learning Skills is a 1-credit graded course designed to help students develop academic skills, habits, and attitudes for success throughout their college career. This course uses a team-based learning format, in-class discussions, and personal reflections to promote individual growth. Students will learn and practice evidence-based approaches for developing personal academic skills such as time management, note-taking, reading, test preparation, goal setting, motivation, and maintaining overall wellbeing.

Breakdown of Material

Goal Setting and Motivation

- Identify specific factors influencing your personal motivation and success
- Self-monitor your learning and practice adjusting your study behaviors accordingly
- Learn strategies for creating and sticking to short-term and long-term goals

Time Management and Planning

- Identify specific details of how you currently spend your time
- Articulate priorities impacting how you use your time
- Learn specific time management strategies and tools that work for you

Learning Strategies and Individual Differences

- Identify and understand learning preferences and strategies
- Articulate how personal preferences affect others when learning individually or in groups
- Develop personal strategies for academic success, including thinking, note taking, testing, and reading

Team-Based, Peer Group Interaction

- Identify appropriate/inappropriate ways of interacting with peers during group or team-based interactions
- Articulate the value of working in groups with students who have diverse backgrounds, perspectives, and experiences
- Demonstrate the ability to balance multiple perspectives when working with others

Student Employment

The Academic Success Center helps students develop important leadership skills through employment opportunities for Iowa State University undergraduate students. ASC student employees serve in each of our services and are integral to the work that we do to support the greater campus community.

Tutors

Tutoring Services seeks tutors who are motivated to help their peers learn how to learn in order to be successful in their coursework. Tutors provide peer academic support to students in a variety of undergraduate courses and help shape students' experience at Iowa State University. Tutors will support student learning and retention through facilitation of one-on-one and small group tutoring that help students better understand concepts and applications of course content. Tutors are students who have completed the course they are tutoring here at Iowa State and earned a final grade of B or higher.

Supplemental Instruction Leaders

SI Leaders are undergraduate students who provide peer academic support for an assigned course, which they have completed here at Iowa State and earned a final grade of B+ or higher. SI Leaders attend lectures throughout the current semester to plan interactive study sessions that help students better understand and apply concepts. SI Leaders are trained in effective collaborative learning strategies to aid in students' retention of course content. Additionally, experienced SI Leaders may have opportunities for promotion to a mentorship role to support fellow SI Leaders.

Peer Academic Skills Coaches

Peer Academic Skills Coaches are undergraduate students who provides support to other undergraduate students in developing their general academic skills through one-on-one appointments and facilitation of Accountability Groups. Peer coaches will also assist in program outreach by promoting skills, resources, and services of the Academic Success Center through the presentation of workshops across the campus community. Peer Academic Skills Coaches have the opportunity to develop valuable skills such as mentorship, relationship-building, leadership, public speaking, organization and professional skills. The Academic Skills Coaching program seeks students who have overcome their own challenges in academics who are eager to help others be successful.

Writing & Communication Consultants

Writing & Communication Consultants are students from all disciplines who are committed to helping their peers. Through the Academic Success Center, communication consultants offer individualized assistance to students working on any form of written, oral, visual, or electronic communication. Communication Consultants help students at all stages of the composition process, from brainstorming and organizing ideas to revising and polishing drafts. Writing and Communication Consultations does not offer editing or proofreading services. Instead, Communication Consultants help students evaluate and improve the effectiveness of their own work. Through assisting others, Communication Consultants gain valuable teaching and teamwork experience, hone their communication skills, and become better writers themselves. In addition to consultations, the team offers workshops and other programming to serve the campus community.

Academic Success Peer Navigators

Academic Success Peer Navigators support the Academic Success Center mission by providing students with individualized referrals and support utilizing ASC's main programs: Academic Skills Coaching, Accountability Groups, Writing and Communication Consultations, Supplemental Instruction, and Tutoring Services. During these one-on-one meetings, Academic Success Peer Navigators ensure each student takes advantage of the most suitable offerings for their unique needs. Academic Success Peer Navigators are also knowledgeable about Iowa State's campus resources beyond the ASC and may provide external referrals for students when needed.

Front Desk Student Assistant

Student Assistants are undergraduate employees who work as front desk staff and office support staff in the Academic Success Center. Student Assistants answer questions and provide information regarding the ASC services and help with processing scheduling requests for student appointments and ASC space reservations. Student assistants serve the vital role of brand ambassador, with customer service and administrative responsibilities centered on student success. Through assisting others, student assistants gain valuable work experience, build their teamwork abilities, and hone their communication skills.

Contact Information

Academic Success Center

Location | 2157 Hixson-Lied Student Success Center



Phone | 515-294-6624

Email | success@iastate.edu

Website | <https://asc.dso.iastate.edu>